

EDITED KSA LISTING

CLASS: Research Manager II (General)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Basic knowledge of operations and other research methods/techniques and descriptive statistics to collect and analyze data for statistical reports, bill analyses, and population projections.
K2	Basic knowledge of public administration, program management and supportive staff services such as budget, personnel, program planning and evaluation, or related areas to effectively manage the section.
K3	Basic knowledge of the principles, practices, and techniques of employee supervision, and training in order to effectively direct and manage the section.
K4	General knowledge of governmental functions and organization at the State and local level as they affect departmental research functions.
K5	General knowledge of a manager's role in the Equal Employment Opportunity (EEO) program and Americans with Disabilities Act (ADA), and the processes available to meet their objectives as it relates to the management of the section.
K6	General knowledge of mainframe and personal computer software products to provide guidance on their application to the functions of the section.
K7	General knowledge of the concepts of "data warehousing" to maintain and improve the data available to the section.

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	Skill to:
S1	Plan, organize and manage a complex research function using available resources to maintain operational efficiency and effectiveness of the section.
S2	Reason logically and creatively and use a variety of analytical and research techniques to guide the operations of the unit and to assess the validity of the products.
S3	Develop and evaluate alternative products, procedures, policies, etc. to ensure effective operations of the section.
S4	Speak and write effectively adjusting style, method, and tools for the knowledge base of the audience to provide information.
S5	Analyze data to provide information, options, and/or recommendations as it relates to the section.
S6	Consult with and advise administrators or other interested parties on a wide variety of subjects related to the functions of the section.
S7	Create and maintain effective working relationships with others to promote an environment that is conducive to carrying out the mission of the section.
S8	Review and edit written products (e.g., statistical reports, memorandums, bill analyses) produced by the section.
S9	Effectively coordinate and/or direct interdisciplinary teams in the conduct of studies related to the functions of the section.
S10	Establish and adjust/maintain project priorities to meet the needs of management utilizing available resources.
S11	Effectively contribute to the department's EEO and ADA objectives to create and maintain a fair and equitable work environment.
S12	Skill in the use of computer software, including word processing, spreadsheets, graphic presentations, e-mail, internet, statistical analysis, and appointment scheduling in order to perform the functions of the position.